



King County

Department of Permitting  
and Environmental Review  
35030 SE Douglas St., Suite #210  
Snoqualmie, WA 98065-9266  
206-296-6600 TTY Relay: 711  
www.kingcounty.gov/Fire

Permit Application  
Special Event/Temporary Tent/  
Membrane Structure

A permit to erect a temporary tent or membrane structure in excess of 400-square-feet in size or an aggregate area of multiple tents of 700-square-feet is required by Section 105.6.43 and Chapter 24 of the International Fire Code. A tent is defined as a structure, enclosure or shelter, with or without side walls or drops, constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects. **Use of plastic tarps and/or visqueen is not acceptable; tent material and sidewalls must be comprised of fire resistant material.**

Please contact the King County Fire Marshal via email at [FireMarshalOffice.DPER@KingCounty.Gov](mailto:FireMarshalOffice.DPER@KingCounty.Gov) or by telephone at 206-296-6675 for information or questions on tent/membrane structure permit requirements.

Completed application may be mailed or dropped off at the King County Department of Permitting and Environmental Review, 35030 SE Douglas St, Suite #210, Snoqualmie, WA 98065-9266 with payment. A deposit of \$633.15 is collected for this permit at the time of form submittal.

SUBMITTAL REQUIREMENTS:

- 1.) Completed Tent Permit Application form and the Affidavit for Application form.
- 2.) Provide a Site Plan sketch indicating location of tent and distances to other structures and access.
- 3.) Provide proof of flame retardancy for tent/canopy copy of certificate or photo of certification tag.
- 4.) Seating/floor plan inside the tent, include exit locations and emergency exit dispersal area.
- 5.) Check payable to “King County Office of Finance in the amount of \$633.15
- 6.) **A complete application must be submitted 30-days prior to the event. If the application is submitted less than 30-days prior to the event, your activities may be delayed, limited or canceled.**

Inspection will be billed at the County’s current hourly rate of \$184.80.

An inspection of the erected tent/canopy is required prior to utilization.

SITE INFORMATION:

Name of Event: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address of Event Site: \_\_\_\_\_

City/ST/Zipcode: \_\_\_\_\_

Parcel #: \_\_\_\_\_ # of Tent(s)/Canopy(s)\_\_\_\_\_

Size of Tent(s) proposed: \_\_\_\_\_

Dates Tent/Canopy in use: \_\_\_\_\_ (Shall not exceed 180 days)

Cooking Facilities? \_\_\_\_\_NO \_\_\_\_\_YES WHERE? \_\_\_\_\_

What type of heating will be used? \_\_\_\_\_

Will a stage or bleachers be constructed? If Yes, please provide two sets of building plans and engineering if applicable with the application.

APPLICANT INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/ST/Zipcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

## CONTACT INFORMATION

Name: ` \_\_\_\_\_

Address: \_\_\_\_\_

City/ST/Zipcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Critical Area compliance:

The undersigned applicant declares:

1. That the applicant is competent to be a witness herein;
2. That the applicant is the applicant for the above project;
3. That to the best of the applicant's knowledge, the critical areas on the development proposal site have not been illegally altered; and
4. That the applicant has not previously been found in violation of critical areas regulations for any property in King County, or alternatively, that if there have been any violations, such violations have been cured to the satisfaction of King County.

I am submitting for a permit authorized by the international building, residential, fire or mechanical codes and in anticipation of having it approved or approved with conditions, I have read the following statement and understand that failure to comply with all conditions once construction is begun may necessitate an immediate work stoppage until such time as compliance with the stipulated conditions is attained. I certify that I have made a diligent inquiry regarding the need for concurrent state or federal permits to engage in the work requested under this building permit, and no such permits are required or I will have obtained the required permits prior to issuance of this permit. I understand that the granting of this permit shall not be construed as satisfying the requirements of other applicable federal, state or local laws or regulations. In addition I understand and agree that this permit does not authorize the violation of regulations. In addition, I understand and agree that this building permit does not authorize the violation of the Endangered Species Act as set forth at 16 U.S.C. §1531-1543, including the prohibition on the "take" of threatened or endangered species. "Take" is defined at 16 U.S.C. §1532(19). I fully understand that it is my sole responsibility to determine whether such "take" restrictions would be violated by work done pursuant to the permit, and I understand that I am precluded by federal law from undertaking work authorized by this permit if that work would violate the "take" restrictions set forth at 16 U.S.C. §1538, 50 C.F.R §17.21, 50 C.F.R. §17.31, 50 C.F.R. §223 and 50 C.F.R. §224.

I certify under penalty of perjury and under the laws of the State of Washington the foregoing is true and correct. I further certify that all easements, deed restrictions, or encumbrances restricting the use of the property are shown on the side plans submitted with this application. I further certify that I am familiar with King County's Community Trails Preservation Program, and I am/am not interested in granting a voluntary easement for a rural equestrian trail. We (I) have been given authorization from the property owner to obtain this permit. I accept financial responsibility for all fees associated with this permit or approval and will receive any refunds. Please mail any refunds to the address above.

Applicant Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

For alternate formats, call 206-296-6600.

Check out the Permitting site at [www.Kingcounty.gov/permits](http://www.Kingcounty.gov/permits)

## SITE PLAN REQUIREMENTS:

- Show location of tent/membrane structure on property: tent/membrane structure shall not be located within 20-feet of property lines, buildings, parked vehicles or internal combustion engines/generators and heating units.
- Indicate location and width of the exits in tent/membrane structure and emergency exit dispersal area(s).
- Indicate the expected Occupant load of tent/membrane structure.
- A detailed site and floor plan shall be submitted if tables and/or chairs are used in a tent/membrane structure, indicating location and distances between tables/chairs and identified Exits.
- Number and type of fire extinguishers are dependent on size of tent/membrane structure and type of activity occurring in the tent/membrane structure and shall be determined by the King County Fire Marshal; usually a UL rated 2A 10BC Extinguisher with maximum travel distance of 75-feet.
- Tent/membrane structure shall not be used for more than 180 days within a 12-month period on a single premise.
- If occupant load of tent/ membrane structure, with sidewalls, exceeds 50, illuminated 'EXIT' signs and emergency pathway lighting with battery backup are required to be installed.
- If any metal stakes are driven into the ground to secure the tent, they shall not be installed in the exit path from the tent/membrane structure.
- Electrical wiring may require an electrical permit from the Department of Labor and Industry. Use of extension cords with multi-plug adapters, are not allowed.

## GENERAL REQUIREMENTS:

Tents and membrane structures shall comply with this chapter of the 2009 International Fire Code (IFC). The provisions of Section 2403 are applicable only to temporary membrane structures.

The provisions of Section 2404 are applicable to temporary and permanent membrane structures. Ref. IFC 2401.1 2009 ed.

**NO Plastic Tarps and/or Visqueen are allowed to be used as a tent cover or sidewall. Tent cover and sidewall material must be of Fire Resistive Material construction. Vendors with plastic tarps will be required to remove and discontinue use of the non-compliant tarp(s) or leave the event.**

### USE PERIOD:

Temporary tents, air-supported, air-inflated or tensioned membrane structures and canopies shall not be erected for a period of more than 180 days within a 12-month period on a single premise. Ref. IFC 2403.5 2009 ed.

### CONSTRUCTION DOCUMENTS:

A detailed site and floor plan for tents, canopies or membrane structures with an occupant load of 50 or more shall be provided with each application submitted for approval.

The tent, canopy or membrane structure floor plan shall indicate details of the means of egress facilities, seating capacity, arrangement of the seating and location and type of heating and electrical equipment. Ref. IFC 2403.6 2009 ed. **Note: Allow five-square-feet per person standing; seven-square-feet per person with non-fixed chairs only; 15-square-feet per person with tables/chairs or fixed chairs.**

### INSPECTIONS:

The entire tent, air-supported, air-inflated or tensioned membrane structure system shall be inspected at regular intervals, but not less than two times per permit use period, by the permittee, owner or agent to determine that the installation is maintained in accordance with this chapter. **Exception: Permit use periods of less than 30 days.** Ref. IFC 2403.7 2009 ed.

### INSPECTION REPORT:

When required by the fire code official, an inspection report shall be provided and shall consist of maintenance, anchors and fabric inspections. Ref. IFC 2403.7.1 2009 ed.

**ACCESS, LOCATION AND PARKING:**

Access location and parking for temporary tents and membrane structures shall be in accordance with this section. Ref. IFC 2403.8 2009 ed.

**Emergency Vehicle ACCESS:**

Fire apparatus access roads shall be provided in accordance with IFC Section 503. (20-feet wide and unobstructed height of at least 13-feet 6-inches and capable of supporting 50,000 lbs.) Ref. IFC 2403.8.1 2009 ed.

**LOCATION:**

Tents, and/or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, or membrane structures, parked vehicles or internal combustion engines (i.e. generators/heaters). For the purpose of determining required distances, support ropes/guy wires shall be considered a part of the temporary membrane structure or tent. Ref. IFC 2403.8.2 2009 ed.

**COMBUSTIBLE MATERIALS:**

Hay, straw, shavings or similar combustible materials shall not be located within any tent, canopy or membrane structure containing assembly occupancy, except the materials necessary for the daily feeding and care of animals. Sawdust and shavings utilized for a public performance or exhibit shall not be prohibited provided the sawdust and shavings are kept damp.

Combustible materials shall not be permitted under stands or seats at any time.

The areas within and adjacent to the tent or air-supported structure shall be maintained clear of all combustible materials or vegetation that could create a fire hazard within 20 feet (6096 mm) of the structure.

Combustible trash shall be removed at least once a day from the structure during the period the structure is occupied by the public. Ref. IFC 2404.5 2009 ed.

**SMOKING:**

Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted in accordance with Section 310 of the IFC. Ref. IFC 2404.6 2009 ed.

**OPEN OR EXPOSED FLAME:**

Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent or membrane structures while open to the public unless approved by the fire code official. Ref. IFC 2404.7 2009 ed.

**FIREWORKS:**

Fireworks shall not be used within 100 feet of tents or membrane structures. Ref. IFC 2404.8 2009 ed.

**SPOT LIGHTING:**

Spot or effect lighting shall only be by electricity and all combustible construction located within 6 feet of such equipment shall be protected with approved noncombustible insulation not less than 9.25 inches thick. Ref. IFC 2404.9 2009 ed.

**PORTABLE FIRE EXTINGUISHERS:**

Portable fire extinguishers shall be provided as required by Section 906 of the IFC. (Minimum size UL Rated 2A 10 BC) Ref. IFC 2404.12 2009 ed.

**PLEASE NOTIFY**

King County Fire Marshal at  
[FireMarshalOffice.DPER@kingcounty.gov](mailto:FireMarshalOffice.DPER@kingcounty.gov)

Or

Call: 206-296-6675

When the Tent/Membrane Structure is removed from the site.